

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, APRIL 14, 2010, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES** – Regular Meeting of April 7, 2010
2. **REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED SERVICE** – Bryan Aska, Ambulance Operator Non-Career to Ambulance Operator
 - a. Communication from Alan M. Patalano, Acting Fire Chief
 - b. Communication from Bryan Aska
 - c. Staff report prepared by Lourdes Ferrer, Personnel Analyst
3. **REQUEST TO FILE LATE APPLICATION** – Water Utility Mechanic
 - a. Communication from Shawn D. Corey
 - b. Staff report prepared by Donna deAraujo, Assistant Administrative Analyst
4. **REQUEST FOR ORDER OF LAYOFF**
 - a. Communication from Patrick West, City Manager
 - b. Staff report prepared by Diane Dzodin, Administrative Officer
5. **REQUEST TO EXTEND ARTICLE VIII, SECTION 115 OF THE CIVIL SERVICE RULES AND REGULATIONS**
Staff report prepared by Mario R. Beas, Executive Director
6. **NON-CAREER STATUS REPORT**
Staff report prepared by Mario R. Beas, Executive Director
7. **PROTEST OF EXAMINATION ITEM(S)** – Water Utility Mechanic
Staff report prepared by Donna deAraujo, Assistant Administrative Analyst
8. **EXAMINATION RESULTS**
Department Librarian
General Librarian
Water Utility Mechanic
9. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
Animal Health Technician
Office Automation Analyst
Office Systems Analyst

10. **RETIREMENTS**

Sam-An Lor/School Guard/Police (6 yrs., 5 mos.)

Louis Leyva/Garage Service Attendant I/Public Works (21 yrs., 1 mo.)

Theresa Blake/Police Property & Supply Clerk I/Police (34 yrs., 5 mos.)

11. **MANAGERS' REPORT**

12. **NEW BUSINESS**

13. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

NO HEARING

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
APRIL 7, 2010

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, April 7, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Carolyn Smith Watts

MEMBER EXCUSED: Douglas Haubert

OTHERS PRESENT: Melinda George, Deputy Director, Acting Secretary
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President F. Phil Infelise presided.

President Infelise acknowledged that newly appointed Chief of Police James McDonnell was present, and welcomed him on behalf of the Civil Service Commission and staff.

Chief McDonnell thanked President Infelise for the invitation and stated that he looks forward to working with the Civil Service Commission and staff.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the minutes of the regular meeting of March 31, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST TO RETURN NAME
TO ELIGIBLE LIST:**

ASSISTANT ADMINISTRATIVE ANALYST

The Secretary presented a communication from Dennis Thys, Director of Community Development, requesting Commission approval to return Debra Marshall to the Assistant Administrative Analyst eligible list. In addition, the Secretary presented a staff report prepared by Mario R. Beas, Executive Director. Melinda George, Deputy Director, Acting Secretary, briefed the Commission regarding

this request. Lou Palmer, Manager, Administrative & Financial Services Bureau, Community Development was present and answered Commission questions. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the request to return Debra Marshall to the Assistant Administrative Analyst eligible list be approved, pursuant to Section 90 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**PROTEST OF DISQUALIFICATION
FROM EXAMINATION:**

WATER UTILITY MECHANIC

The Secretary presented a communication from Bill Baghdanov, requesting the Commission to reconsider his disqualification from the Water Utility Mechanic examination. In addition, the Secretary presented a staff report prepared by Donna deAraujo, Assistant Administrative Analyst. Ms. George briefed the Commission regarding this request. Bill Baghdanov, addressed the Commission, stating that he has completed nine units he needed to receive his Grade I Water Distribution Operator Certificate needed to qualify him to participate in the examination, however he has not received his Certificate of Completion. Ken Bott, Administrative Officer, Water Department was present and answered Commission questions. It was determined that Mr. Baghdanov did not complete the units necessary for his certificate until after the close of filing and submitting proofs of certificates or training. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried that the protest be denied. The motion carried by a unanimous roll call vote.

REQUEST FOR ORDER OF LAYOFF: The Secretary presented a communication from Patrick H. West, City Manager, requesting an Order of Layoff. Scott Schroyer, Gas Maintenance Supervisor, was present and addressed the Commission stating his objections and concerns regarding the order of layoff for Combination Building Inspectors. The Secretary informed the Commission that this is a request only for the order of layoff, and it will be up to the City Manager as to what action will be taken. The Commission thanked Mr. Schroyer for his comments and communication and informed him that when the item is on the agenda, he will be allowed to address his concerns. The Secretary informed the Commission that at their direction staff would

prepare the Order of Layoff. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to refer the Order of Layoff to staff to prepare the Order of Layoff. The motion carried by a unanimous roll call vote.

BULLETINS:

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Plan Checker – Electrical

Plan Checker – Mechanical

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Aquatics Supervisor

Building Maintenance Engineer

Geographic Information Systems Analyst

RETIREMENTS:

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Jon Kennedy/Senior Survey Technician/Harbor

Michael Grippando/Plan Checker-Electrical II/Development Services

TRANSFERS:

The Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer regarding the following transfers. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the following transfers between departments be approved. The motion carried by a unanimous roll call vote.

Nani Blyleven/Administrative Analyst III/Health to

Administrative Analyst III/Human Resources

Diana Lam-Brandt/Administrative Analyst I/Long Beach Gas & Oil to Administrative Analyst II/Harbor


MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, informed the Commission that Tuesday, April 6, 2010, she attended a Disaster Management Preparedness meeting, conducted by the Police and Fire Departments, at the Emergency Operation Center.

Melinda George, Deputy Director, Acting Secretary, informed the Commission that Civil Service Department Management staff completed its last of nine training classes for the City of Long Beach Supervisory Leadership Academy, and that four Civil Service Department staff analysts are enrolled in the academy. She also informed the Commission that Civil Service management staff had another meeting with Human Resources to discuss the funding to conduct a Police Officer Lateral, Firefighter Lateral and Fire Recruit examination.

ADJOURNMENT:

There being no further business before the Commission, President Infelise adjourned the meeting.


MELINDA GEORGE
Acting Secretary

MG:meh




Agenda Item No. 2

RECEIVED

2010 APR -2 AM 9:15

CIVIL SERVICE DEPT.

Date: March 29, 2010
To: Civil Service Commission
From: Alan M. Patalano, Acting Fire Chief 
Subject: Request to Transfer from Unclassified to Classified – Bryan Aska

In accordance with the provisions of Section 69 of the Civil Service Rules and Regulations, the Fire Department respectfully requests Civil Service Commission approval to transfer Bryan Aska from the unclassified service to the classified service.

Mr. Aska was a classified Ambulance Operator from August 16, 2008 through July 17, 2009, attaining permanent status in the classification on March 14, 2009. On July 18, 2009, Mr. Aska voluntarily transferred to the unclassified service as a Non-Career Ambulance Operator to pursue his education.

At this time, Mr. Aska is requesting to return to the classified service in the position of Ambulance Operator and the Fire Department supports this request. The Department has an approved requisition for a classified Ambulance Operator (FD 10-06).

Thank you for your consideration of this request. Please contact David Honey, Manager – Administration at extension 82517 if you or your staff have any questions regarding this request.

March 23, 2010

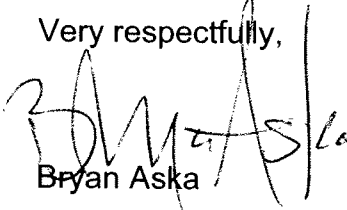
Civil Service Department
City of Long Beach
333 W Ocean Blvd
Long Beach, CA 90802

To Whom It May Concern:

I, Bryan Aska, a Non-Career Ambulance Operator would like to revert to my prior classified status of Classified Ambulance Operator. I held the position from July 2008 through May 2009.

Thank you for your consideration.

Very respectfully,



Bryan Aska

1 **DATE:** April 14, 2010

2 **TO:** Civil Service Commission

3 **FROM:** Lourdes Ferrer, Personnel Analyst 

4 **SUBJECT: REQUEST TO TRANSFER FROM UNCLASSIFIED SERVICE TO**
5 **CLASSIFIED SERVICE — BRYAN ASKA, AMBULANCE OPERATOR,**
6 **NON-CAREER, LONG BEACH FIRE DEPARTMENT**

7 Correspondence has been received from Alan M. Patalano, Acting Fire Chief, and
8 Bryan Aska, Ambulance Operator, Non-Career, requesting Civil Service Commission
9 approval to transfer Mr. Aska from his current unclassified position of Ambulance
10 Operator, Non-Career, to his former position of Ambulance Operator in the classified
11 service. Staff has reviewed this request and recommends approval in accordance with
12 Section 69 of the Civil Service Rules and Regulations.

13 **Facts for Consideration:**

- 14 • Mr. Aska was first hired as an Ambulance Operator, Non-Career, with the City on
15 July 28, 2008. He was selected from the Ambulance Operator eligibility list on
16 August 16, 2008 and attained permanent status on March 14, 2009.
- 17 • On July 18, 2009, Mr. Aska voluntarily transferred to unclassified service as an
18 Ambulance Operator, Non-Career.
- 19 • At this time, Mr. Aska is requesting to return to his former classification as a
20 classified Ambulance Operator; the Fire Department supports the request and
21 agrees to his return to classified service as an Ambulance Operator in their
22 Department.
- 23 • Requisition # FD 10-06 has been received in the Civil Service Department and is
24 available to accommodate Mr. Aska's return to the classified service as an
25 Ambulance Operator.
- Mr. Aska is aware that that upon returning to classified service as an Ambulance
Operator, any time spent as an unclassified Ambulance Operator cannot be

1 included in seniority point calculations for classified promotional examinations or for
2 order of layoff calculations.

3 Staff recommends the approval of this request. A representative from the Long Beach
4 Fire Department will be present to respond to any questions from the Commission.

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6
7 LF TRANSFER FROM UNCLASS TO CLASS 4.14.10 (AO: ASKA)
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Shawn D. Corey
1062 Banner Ridge Road
Diamond Bar, California 91765
562-822-4881

April 2, 2010

Honorable Commission:

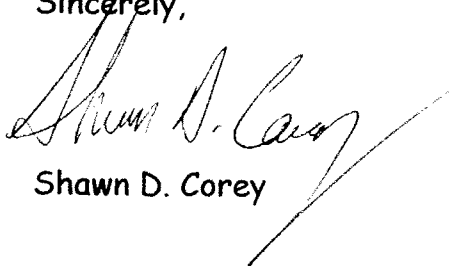
This is a request to file a late application to test for the position of Water Utility Mechanic.

In February, the Water Department was contacted regarding the potential openings for this classification. Ken Bott, Water Department Administration Officer advised that Civil Service was in the process of preparing an examination. He further advised that a flyer would be mailed, probably in March, notifying me of the application process.


Very recently the Water Department was contacted again. At this time I learned that, mistakenly, a flyer had not been mailed and that the deadline for filing an application has passed.

Accordingly, I am respectfully requesting an opportunity to file a late application.

Sincerely,



Shawn D. Corey

1 **DATE:** April 14, 2010
2 **TO:** Civil Service Commission
3 **FROM:**  Donna deAraujo, Assistant Administrative Analyst
4 **SUBJECT: REQUEST TO FILE LATE APPLICATION – WATER UTILITY**
5 **MECHANIC**

6
7 Correspondence has been received from Mr. Shawn D. Corey requesting the Civil
8 Service Commission's approval to file a late application for the Water Utility Mechanic
9 examination. Mr. Corey states that due to the mistake of the Water Department's
10 failure to mail him a Water Utility Mechanic notification flyer, he was not able to file his
11 application. The facts are presented below for your consideration.

12 Facts for Consideration:

- 13 • On February 17, 2010, the Civil Service Commission approved the job opportunity
14 bulletin for Water Utility Mechanic. Applications were available February 19
15 through March 5, 2010. Completed applications and supplemental applications
16 were due in the Civil Service Department by 4:30 p.m., March 5, 2010.
- 17 • During the filing period, 145 applications were received in the Civil Service
18 Department. Of that number, 79 candidates were invited to the written examination
19 administered Wednesday, April 7, 2010.
- 20 • During working hours on Thursday, April 8 and Friday, April 9, 2010, the answer
21 key for Water Utility Mechanic was made available to the candidates that competed
22 in the written examination.
- 23 • Mr. Corey's request to file a late application was received in the Civil Service
24 Department via U.S. Postal Service on Tuesday, April 6, 2010.
25

- 1 • Mr. Corey states in his correspondence that he had contacted Ken Bott, Water
2 Department Administrative Officer in February, and was advised that the Civil
3 Service Department was in the process of preparing the Water Utility Mechanic
4 examination and that Mr. Bott would mail him a notification flyer, probably in March.
- 5 • Staff has been unable to contact Mr. Bott; however, it is the responsibility of
6 applicants to contact the Civil Service Department to ascertain job information. If
7 Mr. Corey had contacted the Civil Service Department, staff would have provided
8 him with several options to be notified for job opportunities. Staff has no
9 knowledge of Mr. Corey contacting the Civil Service Department regarding the
10 Water Utility Mechanic examination.
- 11 • Should the Commission approve this request, Mr. Corey would be allowed to
12 complete an application and supplemental application for Water Utility Mechanic.
13 Should Mr. Corey meet the requirements to file for Water Utility Mechanic, staff is
14 prepared to administer the written examination.
- 15 • Today's request falls under Civil Service Commission Policy 1.05, which clearly
16 states that the Civil Service Commission may consider a late application due to a
17 death of an immediate family member, a catastrophic natural disaster, or an error
18 by Civil Service Department staff. Mr. Corey's request does not meet the criteria of
19 the Commission's policy to allow a late application; therefore, staff recommends
20 denial of Mr. Corey's request.

21
22 Mr. Corey and the Water Department have been informed that this request is on
23 today's agenda and the possibility of his participation in the examination process will
24 be pending Commission's approval.

25
DMD 04/2010 Request to File Late Application WUM

1 **DATE:** April 14, 2010

2 **TO:** Civil Service Commission

3 **FROM:** Mario R. Beas, Executive Director

4 **SUBJECT: REQUEST TO EXTEND ARTICLE VIII, SECTION 115(3) OF THE CIVIL**
 5 **SERVICE RULES AND REGULATIONS**

6 On April 21, 2009, the City Council approved a revision to Section 115 of the Civil
 7 Service Rules and Regulations to expand the Exceptions to the Rules May Be
 8 Authorized. As part of the revision, Section 115(3) contains a sunset clause that
 9 requires Commission approval to remain in effect. On October 14, 2009, the
 10 Commission approved the first six-month extension to Section 115(3) of the Civil
 11 Service Rules and Regulations.

12
 13 The current sunset clause is due to expire on April 20, 2010. The amendment to
 14 broaden the Commission's authority to make exceptions to the Civil Service Rules and
 15 Regulations is as follows:

16 Section 115(3) – *Further, the Commission may authorize an exception to its*
 17 *rules, if such exception is consistent with the mandate of Article XI of the City Charter*
 18 *and if in the opinion of the Commission, the best interest of the City would be served.*
 19 *This subsection shall expire six months after the date City Council adopts this rule*
 20 *unless extended by Commission action.*

21
 22 In seeking input from the appointing authorities, Civil Service staff learned the City
 23 Manager is requesting a 12-month extension. The Water Department supports a six-
 24 month extension. The Harbor Department will support any extension the Civil Service
 25 Commission approves. Because the City continues to face financial uncertainty with a

1 structural budget deficit and based on input from the appointing authorities, staff
2 recommends a six-month extension of Section 115(3).

4 **Update – Requests for Exception to the Rules**

5 The following information is provided for the Commission's review. Requests for
6 exceptions to Civil Service Rules and Regulations have fallen into two main areas (1)
7 Article IV, Section 27 and (2) Article II, Section 7.

9 Article IV, Section 27:

- 10 • On May 27, 2009, the Commission approved requests for exceptions to Article IV,
11 Section 27, *Certification From Open Eligible Lists*, from Patrick H. West, City
12 Manager, for the Financial Management Department (Customer Service
13 Representative) and the Public Works Department (Parking Control Checker), in
14 accordance with Section 115(3). The Commission's decision allowed for the
15 certification of permanent City employees, on each of the eligible lists, to the
16 respective departments and specifically excluded the request for the certification of
17 non-career employees.
- 18 • The Request to Certify Non-Career Names From Eligible Lists received from the
19 City Manager on December 9, 2009, requested, once again, that the names of non-
20 career employees on the Customer Service Representative (CSR) and Parking
21 Control Checker (PCC) eligible lists be certified to the Financial Management
22 Department and the Public Works Department, respectively.
- 23 • On January 6, 2010, after considering statements from the City Manager and
24 representatives from the Financial Management and Public Works Departments,
25 the Commission approved the request to include the names of non-career

1 candidates in the certification of the aforementioned eligible lists. The
2 Commission's decision specified that approval be granted "this one time only".

- 3 • On March 31, 2010 the Commission was presented a staff report, prepared by
4 Diane Dzodin, Administrative Officer, that detailed the hiring activity on the CSR
5 and PCC eligible lists by the Financial Management and Public Works
6 Departments.
- 7 • The Commission approved a request from the City Manager, on February 10, 2010,
8 for an exception to Section 27 for the certification of all permanent City employees
9 on the Office Services Assistant eligible list to the Department of Parks, Recreation
10 and Marine. The Department had previously been certified the names of all
11 candidates in Band A, of which, there were no permanent City employees.
- 12 • The Department of Parks, Recreation and Marine was certified the names of the
13 two permanent City employees on the eligible list and the department has begun its
14 selection process.

15
16 Article II, Section 7:

- 17 • On June 17, 2009, staff requested the first exception to Article II, Section 7,
18 *Qualifications and Requirements*, to limit applications for the Equipment Operator
19 job opportunity to current City employees (including non-career employees). The
20 Commission approved the request. Twenty City employees were accepted to
21 participate in the examination process and 13 qualified. To date, there have been
22 four selections made from the eligible list.
- 23
24 • Staff continued to request Commission approval for exceptions to Article II, Section
25 7, in an effort to assist City departments in meeting the City Manager's restriction of

selecting only City employee for vacant positions. Listed below is the current information on the subsequent job opportunities, approved by the Commission, which limited applications to City employees.

CSC				
<u>Approval</u>	<u>Examination</u>	<u># Accepted</u>	<u># Qualified</u>	<u># Selected</u>
8/19/09	Traffic Painter	5	5	1
9/09/09	Civil Engineering Associate	5	5	2
10/07/09 *	Assistant Administrative Analyst	75	27	6
10/07/10 *	General Maintenance Assistant	13	11	3
11/11/09 *	Gas Construction Worker	4	3	1
12/02/09 *	Gas Field Service Representative	76	6	0 **
12/09/09 *	Housing Specialist	25	14	4
1/13/10 *	Park Maintenance Supervisor	10	10	0 **

* Applications for these examinations were also accepted from employees impacted by layoff since January 2009 and employees on active priority lists.

**City departments have been certified the eligible lists and have begun the selection process.

Recommendation:

Article VIII, Section 115(3):

Subsequent to its extension, Section 115(3) has been utilized by both the City Manager and the Civil Service Department to aid departments in hiring existing City employees. Section 115(3) will expire on April 20, 2010. Because of the current General Fund budget shortfall, and continuation of the City Manager's policy direction to hire City employees for most positions, it is recommended that the Commission extend Section 115(3) until October 20, 2010.

The City Manager and the other City appointing authorities are aware of today's item.

Staff is available to answer any questions.

DATE: April 14, 2010
TO: Civil Service Commission
FROM: Mario R. Beas Executive Director
SUBJECT: NON-CAREER STATUS REPORT

This report provides an update on information regarding non-career service as requested by the Civil Service Commission. On September 23, 2009, staff provided the Commission with a report on the hiring process used by operating departments to appoint non-career employees. The information in the report was provided by three appointing authorities: City Manager, Harbor Commission and Water Commission. After some discussion, the Commission requested greater detail about the non-career selection processes, including the questions posed in job interviews and samples of practical examinations given to non-career job applicants. Further, the Commission requested that staff provide information on non-career employees appointed as provisional and probationary employees, and the overall average tenure of non-career employees.

A response to the Commission's request for non-career information was received from the City Manager on March 1, 2010, as submitted by the Acting Director of Human Resources. In summary, the Human Resources Department requested a legal opinion from the City Attorney "regarding whether the Civil Service Commission has authority over the recruitment and hiring of non-career employees." In response, the City Attorney stated, "the Civil Service Commission does not have authority over the recruitment or hiring of non-career employees, as they are unclassified employees." Further, in reference to the specific information requested by the Commission, the City Attorney states, "interview questions, rating sheets and other criteria used in evaluating

1 candidates are deemed confidential and should not be disseminated in conjunction with
2 a public meeting.”

3
4 It is my understanding that the Commission was not seeking authority over the non-
5 career employment, but simply wished to learn more about the non-career hiring
6 process through information voluntarily provided by the appointing authorities. Further,
7 the Commission was not seeking the assessments or scores of individual non-career
8 job candidates, but simply asking for information on the tools and criteria used to
9 evaluate candidates. The City Manager does not intend to provide the Commission with
10 any additional information regarding this request. (Attachment)

11
12 Below is the information the Commission requested from staff. The information reflects
13 hiring activity for 2009.

Provisional Appointments		New Hires (Probationary)	
Overall	31	Overall	101
Non-career	4	Non-career	33

17 **Tenure of Non-career Employees by Department**

<u>Department</u>	<u># of Non-careers</u>	<u>Average Yrs of City Service</u>
Airport	6	5.17
Community Development	26	2.33
Development Services	2	2.83
Financial Management	5	3.17
Fire	169	8.33
Harbor	22	4.16
Health & Human Services	28	5.50
Library Services	97	4.16
Long Beach Gas & Oil	5	1.66
Parks, Recreation & Marine	665	5.50
Police	50	5.58
Public Works	41	3.83
Technology Services	2	1.92
Water	8	1.83

Note: The Fire, Library Services and Parks, Recreation and Marine departments have traditionally used non-career employees to fill their seasonal staffing needs. Some of their employees may only work certain periods of the year.

The table below details the average number of hours that non-career employees have worked during the 14 pay periods of the current fiscal year.

**Average Hours Worked by Non-Career Employees per Pay Period by Department
Pay Periods October 1, 2009 through March 26, 2010**

<u>Department</u>	<u>Average Number of Hours</u>
Airport	43.21
Community Development	54.39
Financial Management	42.86
Fire	13.58
Harbor	50.49
Health & Human Services	54.64
Library Services	30.95
Long Beach Gas & Oil	57.70
Parks, Recreation & Marine	32.38
Police	44.76
Public Works	59.23
Technology Services	62.05
Water	59.45

The information presented shows that non-career service has become a significant avenue for full-time classified employment opportunities, as 33 of 101, or 33% of new hires (probationary) were non-career employees. However, non-career employees were not as significant a source for provisional appointments as they represented only 4 of the 31, or 13% of provisional appointments made in 2009.

Originally, non-career employment was a part of classified service and under the authority of the Civil Service Commission. Non-career employment was defined as non-recurring employment. In 1980, the City Charter was amended and non-career

1 employment was shifted to unclassified service. The argument by the appointing
2 authorities to make the change was to expedite the hiring of temporary employees. As
3 a result, the Commission's authority was limited to monitoring the hours worked by non-
4 career employees. The intent of non-career employees working in non-recurring
5 positions did not change. However, some departments now routinely budget non-career
6 positions. In recent years, long tenured non-career employees have begun to retire
7 from City service. The retirement of non-career employees was never the intention of
8 temporary non-recurring employment.

9
10 Over the past year, the City Manager has had a policy of filling full time permanent
11 vacancies with current City employees. In response, some departments have opted to
12 hire non-career employees to fill the vacancies and subsequently hired current non-
13 career employees into the permanent positions instead of permanent City employees.
14 As you are aware, the City Manager has sought and received an exception to the Civil
15 Service Rules and Regulations to reach non-career employees from lower score bands
16 in order to hire them.

17
18 Staff acknowledges the need to use larger numbers of non-career employees during
19 difficult budgetary times and to use non-careers as temporary help to maintain service
20 delivery. However, recent hiring trends show that some departments continue to hire
21 non-career employees after eligible lists are created. In some cases, individuals on
22 existing eligible lists are only offered non-career appointments in lieu of permanent
23 positions. It appears that some departments are using the non-career service as a trial
24 or extended probationary period. If departments are satisfied with a non-career
25 employee, they invest significant time and money training the employee. Once that
investment is made, many departments will then attempt to seek permanent full-time

1 employment for the non-career employee. Frequently, departments express interest
2 exclusively in the non-career employee without considering other qualified candidates.

3
4 Many non-career employees are unsuccessful on Civil Service examinations or are not
5 reachable on eligible lists. There are no classification specifications for the non-career
6 service and, therefore, there is no clear information on whether individuals actually
7 meet the minimum requirements of the classification to which they are hired. Selection
8 procedures vary among departments and there is greater flexibility in selecting which
9 individuals the departments deem to be qualified for the positions.

10
11 Staff acknowledges the opinion from the City Attorney's Office that the Civil Service
12 Commission does not have jurisdiction over the non-career service. However, there is
13 concern that the Commission is asked to sanction the non-career service when
14 approving the City Manager's request to certify non-career employee names from lower
15 score bands along with permanent City employees. This procedure gives preference to
16 individuals who, by definition, are in positions "in which duties are of a temporary or as
17 needed nature" as defined under Section 4(25)(b) of the Civil Service Rules and
18 Regulations. Such preference given to employees in the non-career service, while
19 members of the public who place higher on eligible lists are passed over, is also of
20 concern and does not appear to be compliance with the merit principle.

21
22 Staff is available to address any questions the Commission may have.